CAREER ADVANCEMENT IN THE FEDERAL SYSTEM

Family Support Center

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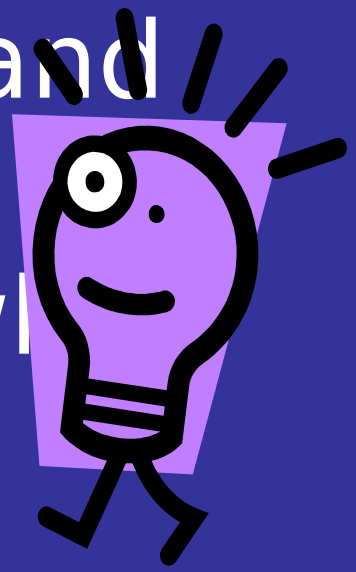
Steve Rose: steve.rose@hill.af.mil

What should you do to get ahead?

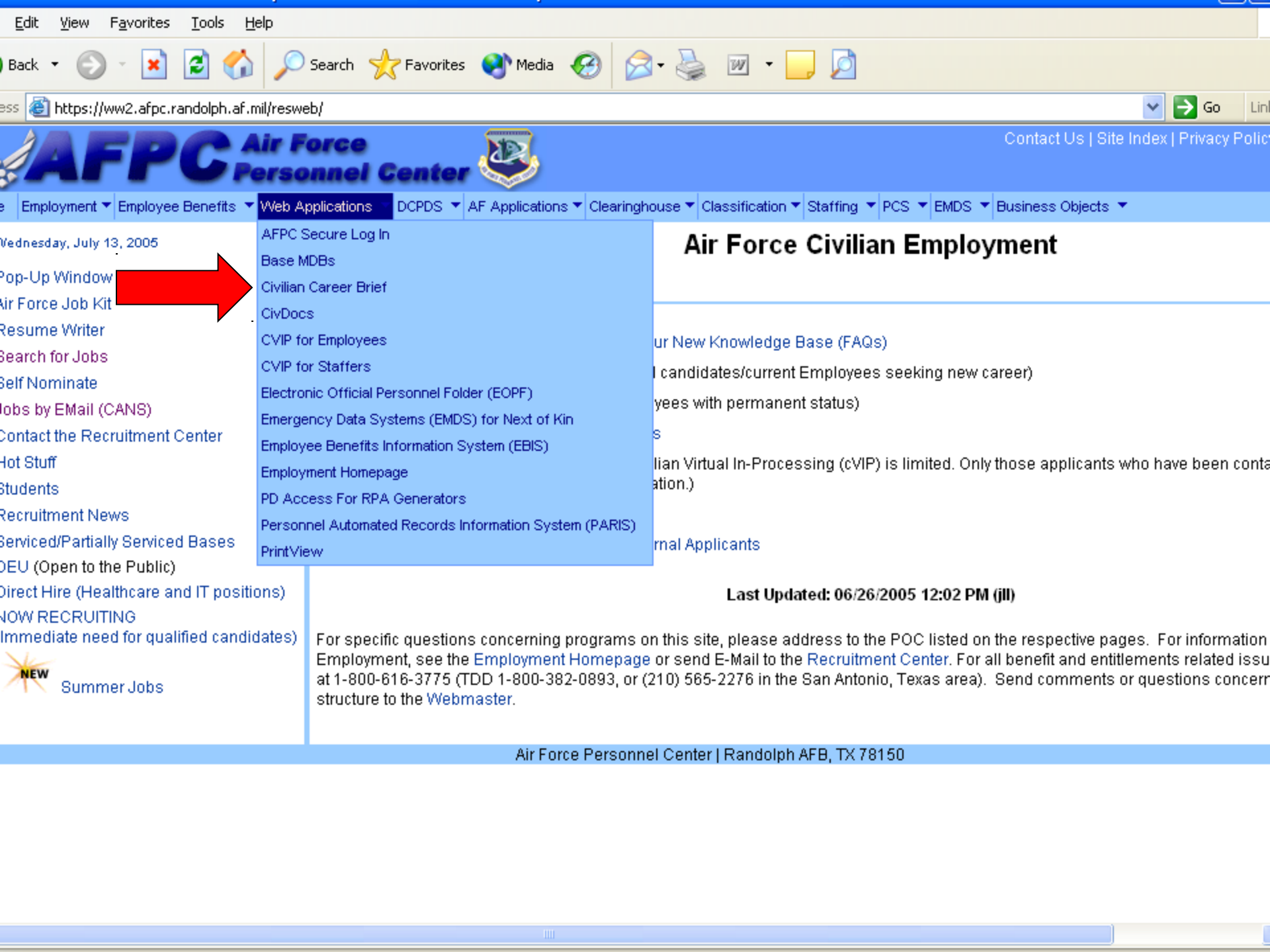
Seminar Covers:

- Career Briefs, what to look for
- How to make corrections and updates
- How to get job PD's and wl
  ewing techniques



Take Charge of your Career!

#1 Make sure your career brief is correct!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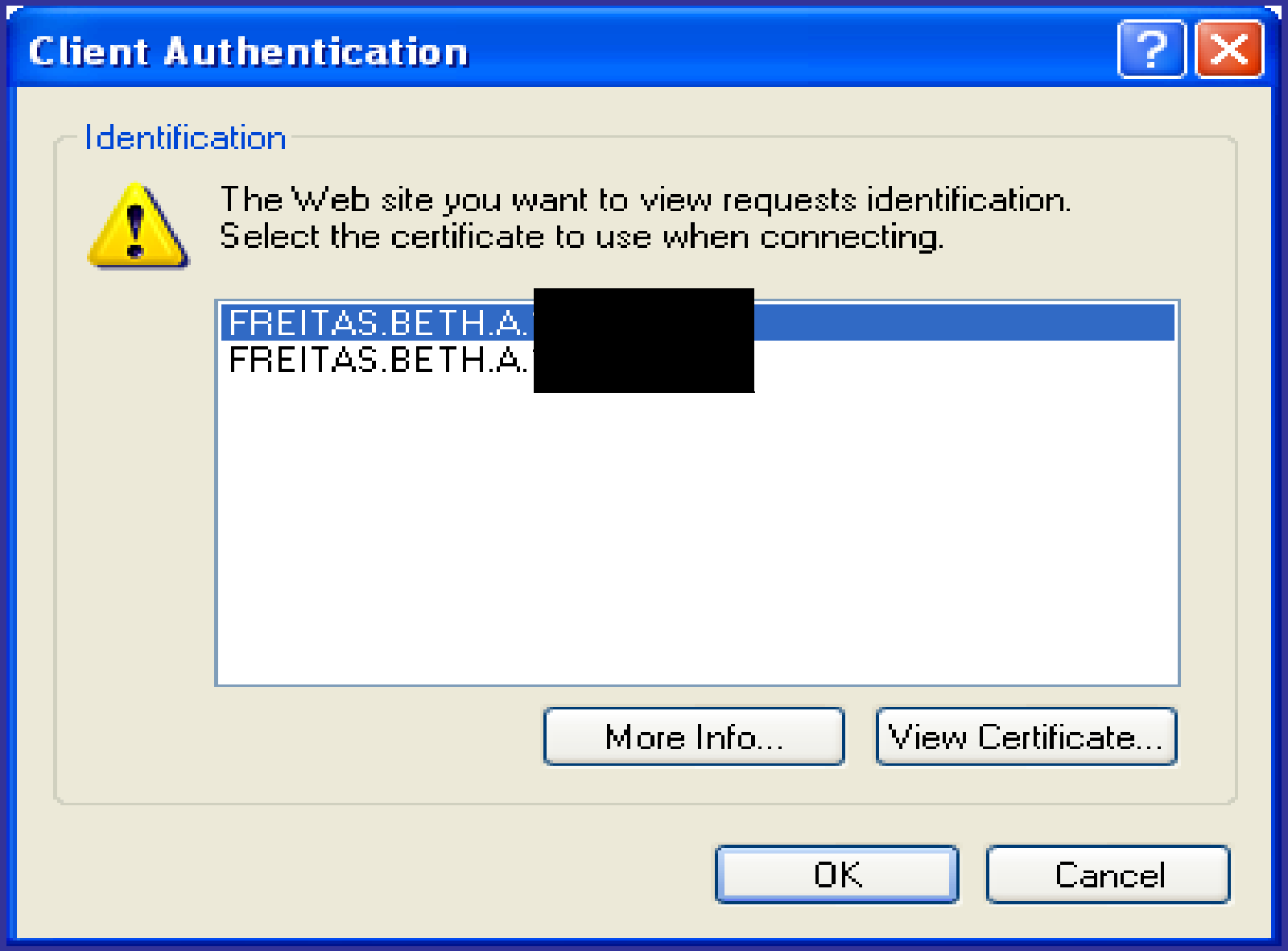
https://ww2.afpc.randolph.af.mil/resweb/
Go
AFPC Air Force Personnel Center
Contact Us | Site Index | Privacy Polic
Employment Employee Benefits Web Applications DCPDS AF Applications Clearinghouse Classification Staffing PCS EMDS Business Objects
AFPC Secure Log In
Base MDBs
Civilian Career Brief
CivDocs
CVIP for Employees
CVIP for Staffers
Electronic Official Personnel Folder (EOPF)
Emergency Data Systems (EMDS) for Next of Kin
Employee Benefits Information System (EBIS)
Employment Homepage
PD Access For RPA Generators
Personnel Automated Records Information System (PARIS)
PrintView
Wednesday, July 13, 2005
Pop-Up Window
Air Force Job Kit
Resume Writer
Search for Jobs
Self Nominate
Jobs by EMail (CANS)
Contact the Recruitment Center
Hot Stuff
Students
Recruitment News
Serviced/Partially Serviced Bases
OEU (Open to the Public)
Direct Hire (Healthcare and IT positions)
NOW RECRUITING
(Immediate need for qualified candidates)
NEW
Summer Jobs
Air Force Civilian Employment
ur New Knowledge Base (FAQs)
l candidates/current Employees seeking new career)
yees with permanent status)
s
lian Virtual In-Processing (cVIP) is limited. Only those applicants who have been conta
ation.)
rnal Applicants
Last Updated: 06/26/2005 12:02 PM (jll)
For specific questions concerning programs on this site, please address to the POC listed on the respective pages. For information
Employment, see the Employment Homepage or send E-Mail to the Recruitment Center. For all benefit and entitlements related issu
at 1-800-616-3775 (TDD 1-800-382-0893, or (210) 565-2276 in the San Antonio, Texas area). Send comments or questions concern
structure to the Webmaster.
Air Force Personnel Center | Randolph AFB, TX 78150



You need your CAD card.

ActivCard Gold - Enter PIN
Enter PIN code:
OK
Cancel

Edit View Favorites Tools Help
Back Search Favorites Media
https://www.afpc.randolph.af.mil/afpcsecure/MainMenu.asp Go

Civilian Career Brief	Virtual Civilian Career Brief (vCCB) for Air Force Appropriated Civilian Employees. Due to database refreshes, this [illegible]on may not be available 1900 - 2345 CST nightly. If you have problems during this time period, please try again later.
Civilian_Docs_DPCFiles	Provides a means to download files
Civilian_Electronic_OPF	This application allows current Air Force Employees access to their electronic OPF. You will find the required viewing software and instructions at https://www.afpc.randolph.af.mil/prodops/eopf/eopf_setup.htm
CPDSS Web Certificate	The Civilian Personnel Decision Support System (CPDSS) Web Candidate Referral Certificate provides selecting officials and personnelist access to referral certificates.
EBIS	Employee Benefits Information System (EBIS) gives civilian employees, serviced by the Directorate of Civilian Personnel Operations (HQ AFPC/DPC) at Randolph, the ability to check or update their various benefits online.
EMDS	NOTICE: You must click the Update button within 20 minutes or you will be automatically timed out without warning. This application gives Air Force Civilian Employees the capability to update their Notification of Emergency Data for Next of Kin.
Employment	This option enables current Air Force employees the ability to self-nominate (apply) for job vacancy announcements, view, update or print a resume (only if submitted through the AF Resume Writer).
IFB	Air Force Medical Service Integrated Forecast Board (IFB) Homepage. Through this website members and affiliates of the IFB will be able to create, review and coordinate training requests as well as keep up to date on information concerning this years' board
MilPds_Db_Status	This site allows you to view availability of the MilPds Production databases, including normal weekly backup times and unscheduled outages or degradation.
Pascodes	provide current PAS code information to worldwide Air Force users
RAW	Retrieval Applications Web
vMPF	The vMPF is the Virtual Military Personnel Flight suite of applications that gives you the ability to conduct some of your personnel business online. Examples of applications available now include Application for Humanitarian Reassignment, Duty History Inquiry, Overseas Returnee Counseling, and Reenlistment Eligibility Inquiry.
WebBasedTesting	Take tests to complete web based training modules.

this point a new browser should appear with your selected web in it. On a few systems the new browser may appear behind this browser, so if you are able to e this message, please check to see if the requested web is open in another browser hidden behind this screen. If not, then click the Button below to see tructions on how to add the Air Force Domain to your list of Trusted Sites.

Get Instructions

so, if you are running a pop-up blocker, you may need to disable it in order for the new browser to open. Browser add-in's (such as the Yahoo toolbar and oogle toolbar) and several other third party products block pop-ups by default.

U.S. AIR FORCE

Civilian Employee Career Brief

Welcome

Welcome to the On-Line Career Brief Application. To enter the application press SUBMIT

Submit

Welcome to the Civilian Employee Career Brief - the electronic connection to your employee data that resides in the Air Force Personnel Systems. From the referenced links you can access your information. To update your records, contact your servicing Civilian Personnel Flight for instructions.

FOR OFFICIAL USE ONLY. SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED.

Employee Data Links

- Current Position Data
- Certification/Languages Proficiencies
- Appointment Information
- Pay Benefits
- Overseas
- Special Placement
- Appraisals
- Demo CCS/CCAS Data
- Print Brief
- Experience Current
- Experience History
- Education
- Training
- Awards
- Career Program
- Acquisition
- Exit

Review your career brief for accuracy!

Contact your staffing specialist if there are items to be updated.

No one can take charge of you but you!

Experience history and classification codes can be updated and corrected by submitting an OF 612. Forms are on line, USAJOBS.COM. There's a link on the Randolph website.

Civilian Employment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://ww2.afpc.randolph.af.mil/resweb/search_by_state_nlo.asp Go Links

Media

Media Places

The page cannot be displayed.

The page is currently unavailable.

Please try the following:

- Go back to the **previous menu.**

Media Opti...

Civilian Employment – Job Search - *By State*

Job Search Options							
By State	By Region	By Country	Advanced (by Base, Series...)	Program	USAJobs	Subscribe CANS	Summ Emplo (May to Septembe

To view vacancy announcements within a state, choose the state of your choice below.

Internet

USAJOBS - The Federal Government's Official Jobs Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://www.usajobs.opm.gov/ Go Links

USAJOBS

"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government.

It's your one-stop source for Federal jobs and employment information.

FAQS | PRIVACY POLICY | HELP | SITE MAP

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

VETERANS

Step into another rewarding Federal Career!

SEARCH JOBS

Explore the **17,586** Federal jobs in the USAJOBS database.

CREATE A RESUME

Create and store a resume for applying to Federal jobs.

PROTECT DEMOCRACY! We're seeking to hire civilians to support key rebuilding and relief efforts in Iraq, Afghanistan, and here at home.

FEATURED JOB

NOW RECRUITING Border Patrol Agent GS-1896-05/07

Are you interested in a job with wide-open spaces and opportunities to match?

FEATURED EMPLOYER

The Defense Contract Management Agency

We're seeking men and

NEW

"Where the Jobs Are: The Continuing Growth of Federal Job Opportunities"

Download a copy of the new study here!

TIPS AND TOOLS

JOBS IN DEMAND

You may be the person we are looking for. Find the latest here!

CAREER INTERESTS CENTER

Assess your skills and interests to match potential career

NEW TO USAJOBS? Click here

Your career in the U.S. Government starts here!

¿Habla Español? Para saber más de las oportunidades de empleo, iniciativas, y novedades.

Homeland Readiness & Security

Protect and serve to preserve our Nation's security.

e-Scholar

A variety of educational opportunities offered by Federal Government agencies.

Internet

USAJOBS - USAJobs Forms - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.usajobs.opm.gov/forms.asp Go Links

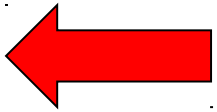
USAJOBS "WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.

The forms below may be listed in the vacancy announcement as required for a specific job. They are NOT necessary for all job vacancies. For Agency specific forms not listed below, please contact the requesting agency.

LINKS TO THE OPM ELECTRONIC FORMS WEB PAGE

OPM Forms
Optional Forms
Standard Forms



STANDARD FORMS

SF15 - Application for 10-point Veterans Preference
PDF Format (image)

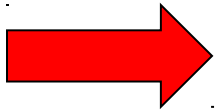
OPM FORMS

1203-FX -- Qualifications and Availability, Form C -- The job announcement will specify if you must use this form.

OPTIONAL FORMS

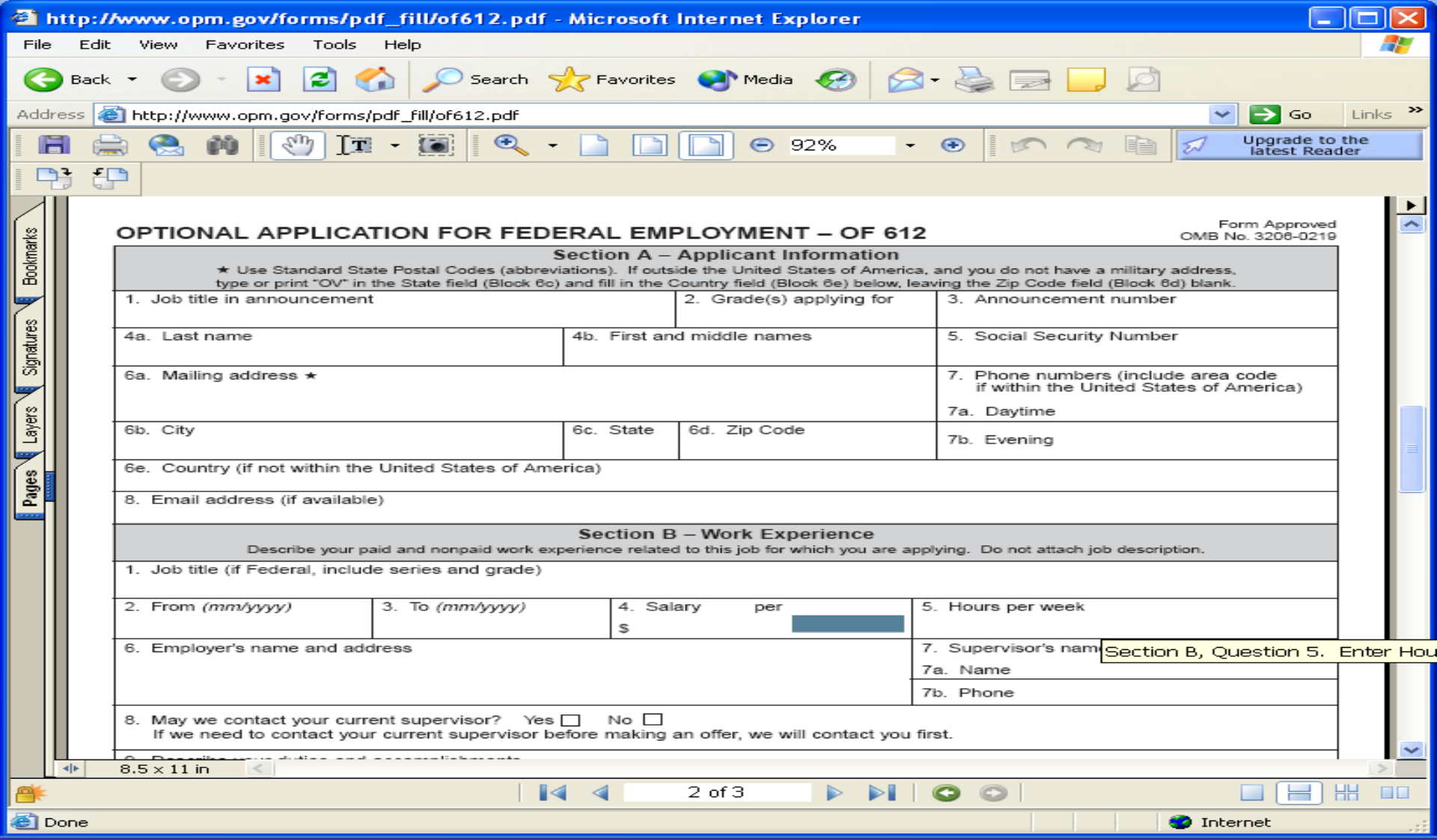
OF-306 -- Declaration for Federal Employment
PDF Format (PDF/F)
This form is fillable only in Adobe Acrobat 4.0 and above

Form	Title	Format
OF 5	Inquiry As To Availability	PDF
OF 8	Position Description	PDF/F
OF 69	Assignment Agreement - Title IV, Intergovernmental Personnel Act	PDF
OF 306	Declaration for Federal Employment	PDF/F
OF 311	Application for Federal Employee Commercial Garnishment [Info]	PDF/F
OF 510	Applying for a Federal Job	PDF
OF 612	Optional Application for Federal Employment	PDF/F



FE Forms || OPM Forms || Optional Forms || Standard Forms
OPM Electronic Forms Home Page

Last Modified: 7:43:23 AM on Friday, August 13, 2004


http://www.opm.gov/forms/pdf_fill/of612.pdf - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.opm.gov/forms/pdf_fill/of612.pdf
Go Links
92%
Upgrade to the latest Reader
Bookmarks
Signatures
Layers
Pages
OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT – OF 612
Form Approved
OMB No. 3206-0219
Section A – Applicant Information
★ Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.
1. Job title in announcement
2. Grade(s) applying for
3. Announcement number
4a. Last name
4b. First and middle names
5. Social Security Number
6a. Mailing address ★
7. Phone numbers (include area code if within the United States of America)
7a. Daytime
6b. City
6c. State
6d. Zip Code
7b. Evening
6e. Country (if not within the United States of America)
8. Email address (if available)
Section B – Work Experience
Describe your paid and nonpaid work experience related to this job for which you are applying. Do not attach job description.
1. Job title (if Federal, include series and grade)
2. From (mm/yyyy)
3. To (mm/yyyy)
4. Salary per
$
5. Hours per week
6. Employer's name and address
7. Supervisor's nam
Section B, Question 5. Enter Hou
7a. Name
7b. Phone
8. May we contact your current supervisor? Yes ☐ No ☐
If we need to contact your current supervisor before making an offer, we will contact you first.
8.5 x 11 in
2 of 3
Done
Internet

Quick and Easy Federal Forms Software is at the FSC!

OF 612

- Be specific and detailed
- Describe job using accomplishment format
- Write KSA’s on a separate piece of paper
- Also cover KSA’s in contexts of job descriptions
- Use descriptive action verbs
- Look at job PD and cover all requirements

For Job Seekers - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.jobs.utah.gov/jobseeker/dwsdefault.asp
Go Links
Search
utah gov
State Online Services
Agency List
Business.utah.gov
Search Utah.gov
GO
Department of Workforce Services
Utah's Job C
Search jobs.utah.gov
GO
Search The Web
Find a Web page containing
Search
Brought to you by MSN Search
Search for other items:
Files or Folders
Computers
for Job Seekers
for Employers
for Information an
About DWS
Adjudications
Child Care
Unemployment Insurance
Workforce Information
Veterans
Job Seekers
Find a Job
Electronic Job Board
Job Fairs
Search for Child Care
Economic Information
Careers.utah.gov
Job Seeker Guides
Training Services
Utah Careers with a Future! (Targeted)
File an Unemployment Claim
File an Appeal
Career Center
Just for YOUth
Utah Cares
Workshops
Find an Employment Center
Hire Vets First
Services by Topic
Job Seeker Login
Signup
Choose Destination:
Job Search
User Name
Password
Login
Clear
March 21st
What's New
56468 jobs today
Unemployment Rate at 3.8% in Utah for February
DWS releases latest RFP's & RFI's
(12 items remaining) Opening page http://www.jobs.utah.gov/jobseeker/dwsdefa
Internet

Veterans Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://jobs.utah.gov/jobseeker/veterans/dwsdefault.asp Go Links

Search

Search The Web

Find a Web page containing

Search

Brought to you by MSN Search

Search for other items: Files or Folders Computers

issues of employment laws regarding veterans.

- State staff needing information to assist Veteran customers
- Anyone interested in Veterans or Veterans issues.

This portal was designed to give the tools, information and resources to veterans, those who have answered duty's call and for those who work with them.

- DWS Veteran's Reps
- Veterans Status and Records
- Veterans Benefits
- Veterans Employment and Training
- Hire Vets First
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Utah Division of Veterans Affairs'
- Veterans Assistance Programs
- Veterans Quick Reference
- Veteran Services Organizations in Utah
- Transition Assistance Program (TAP)
- Military Related Electronic Tool Guide

- DWS releases latest RFP's & RFI's

Hot Jobs in Utah

more jobs

Repair Worker

- Education
- Skills in Demand
- Wages and Trends

Find this Job

Internet

Veteran Employment and Training - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://jobs.utah.gov/jobseeker/veterans/employtrain.asp Go Links

Search

Search The Web

Find a Web page containing

Search

Brought to you by MSN Search

Search for other items: Files or Folders Computers

- Federal job Listing
- Army Jobs at Tooele and Dugway
- Hill AFB Jobs
- Transportation Security Agency
- Jobs at Postal Service

2. Always read and follow the job announcement instructions exactly, it contains all the information you need including what forms are needed to apply and who may apply. When required, complete the Federal Resume according to guidelines at:

- Army Job Application Kit
- Army Online Resume Builder

3. For other Federal jobs, follow the additional guidelines at:

- Applying for a Federal Job
- KSA Handbook

4. Apply EXACTLY as stated in the job announcement

VA business programs for veterans

- Veterans Business Development
- Veterans Administration - Center for Veterans Enterprise

Internet

http://www.bop.gov/jobs/KSA_2005.pdf - Microsoft Internet Explorer
File Edit Go To Favorites Help
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Address http://www.bop.gov/jobs/KSA_2005.pdf
Go Links
Search
Search The Web
Find a Web page containing
Search
Brought to you by MSN Search
Search for other items: Files or Folders Computers
Bookmarks Pages Attachments Comments
81%

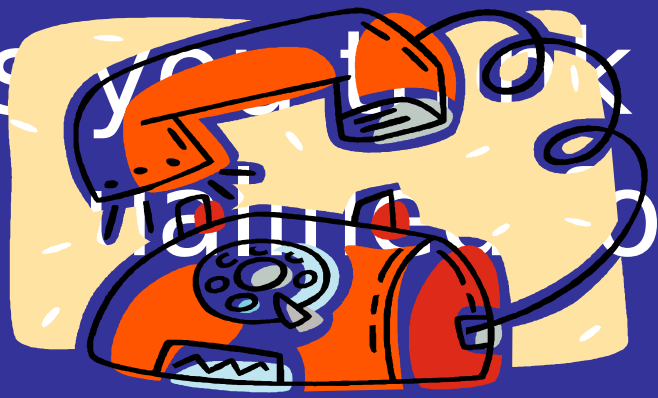
KSA
Handbook

A guide to presenting your
K*nowledge*, **S***kills* and **A***bilities*
when applying for positions.

1 of 12
Done
Unknown Zone

Classification Specialist

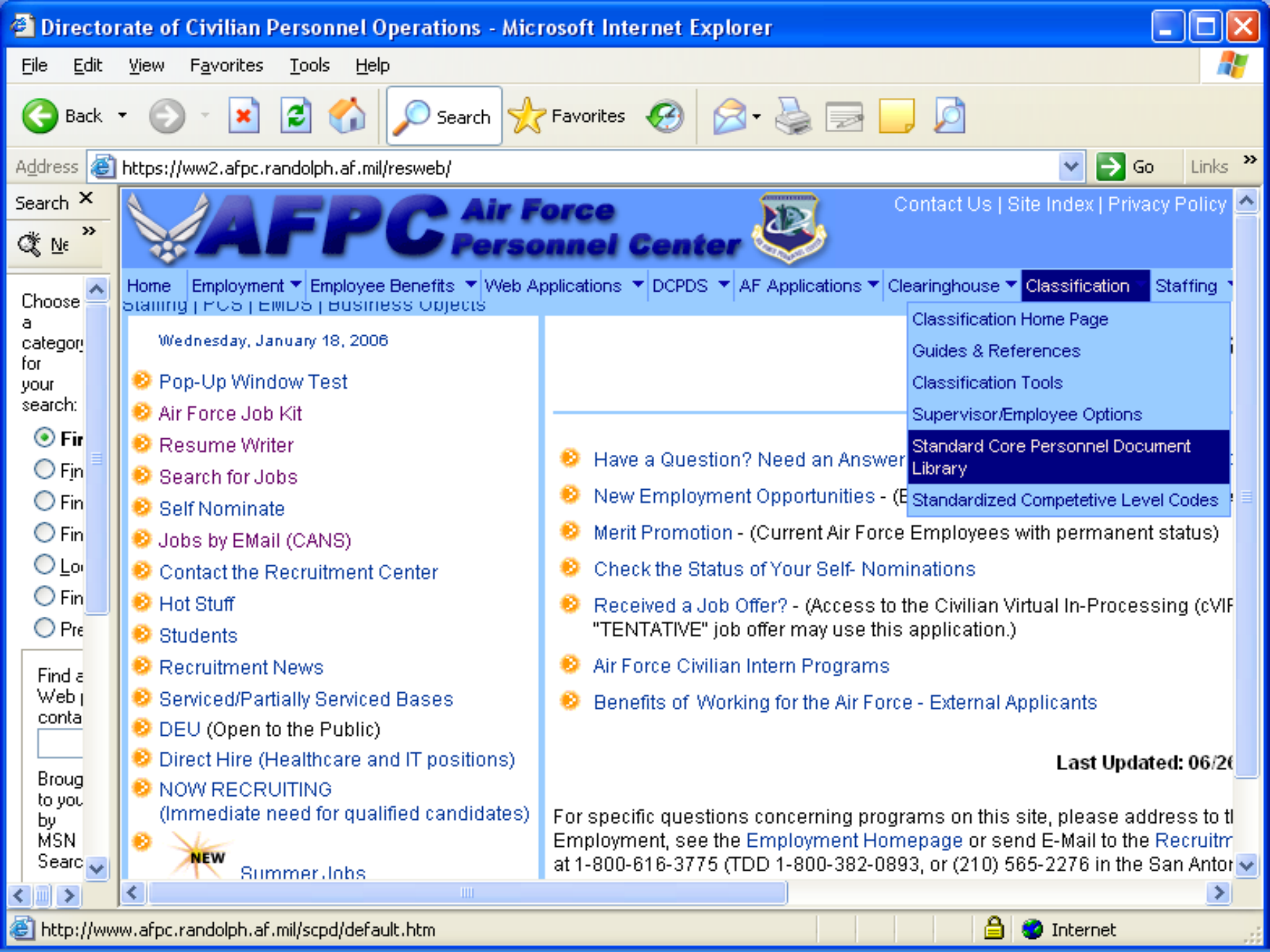
Contact your organization's classification specialist if your career brief does not show all the classification codes you think you're qualified for.



Be prepared for the meeting by bring documentation.

Are You Really Q I?

Look at the job and series PD to see if you meet the qualifications!


Directorate of Civilian Personnel Operations - Microsoft Internet Explorer
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Address https://ww2.afpc.randolph.af.mil/resweb/
Go Links
Search
AFPC Air Force Personnel Center
Contact Us | Site Index | Privacy Policy
Home Employment Employee Benefits Web Applications DCPDS AF Applications Clearinghouse Classification Staffing
Classification Home Page
Guides & References
Classification Tools
Supervisor/Employee Options
Standard Core Personnel Document Library
Standardized Competetive Level Codes
Wednesday, January 18, 2006
Pop-Up Window Test
Air Force Job Kit
Resume Writer
Search for Jobs
Self Nominate
Jobs by EMail (CANS)
Contact the Recruitment Center
Hot Stuff
Students
Recruitment News
Serviced/Partially Serviced Bases
DEU (Open to the Public)
Direct Hire (Healthcare and IT positions)
NOW RECRUITING
(Immediate need for qualified candidates)
NEW
Summer Jobs
Have a Question? Need an Answer
New Employment Opportunities - (E
Merit Promotion - (Current Air Force Employees with permanent status)
Check the Status of Your Self- Nominations
Received a Job Offer? - (Access to the Civilian Virtual In-Processing (cVIF
"TENTATIVE" job offer may use this application.)
Air Force Civilian Intern Programs
Benefits of Working for the Air Force - External Applicants
Last Updated: 06/2
For specific questions concerning programs on this site, please address to t
Employment, see the Employment Homepage or send E-Mail to the Recruitm
at 1-800-616-3775 (TDD 1-800-382-0893, or (210) 565-2276 in the San Anto
Choose a categor for your search:
Find a Web conta
Broug to you by MSN Searc
http://www.afpc.randolph.af.mil/scpd/default.htm
Internet

http://gum.afpc.randolph.af.mil - Answer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Canon Easy-WebPrint

Where can I find the General Schedule Standards?

Answer

The General Schedule Standards can be found at the following link:

http://www.opm.gov/fedclass/html/gsclass.asp

Notify Me by Email if this Answer is Updated

Would you like to provide feedback on the quality of this answer?

No Yes Submit

Related Answers

- Where can I find the non-supervisory templates to create a General Schedule or Federal Wage System Core Personnel Document?
- Index of GS SCPDs
- List of SCPDs
- AFRC ART PD Library
- What is Skills Coding?

Close Window

javascript:answer_window_preview('3572', 1113927025)

Internet

http://gum.afpc.randolph.af.mil - Answer - Microsoft Internet Explorer

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Back Search Favorites

Canon Easy-WebPrint

Index of GS SCPDs

Details

Where is the Index Of General Schedule (GS) Standard Core Personnel Documents (SCPDs)?

Answer

General Schedule SCPDs

Headquarters Air Force functional offices are active participants in development of SCPDs and unless there are significant differences in duties and responsibilities, support implementation of SCPDs to all like positions in the Air Force. SCPDs may be applied once mutually agreed upon by the supervisor and servicing classification specialist.

- GS - 0000 - Miscellaneous Occupations Group
- GS - 0100 - Social Science, Psychology, and Welfare Group
- GS - 0200 - Personnel Management and Industrial Relations Group
- GS - 0300 - General Administrative, Clerical, and Office Services Group
- GS - 0400 - Biological Sciences Group
- GS - 0500 - Accounting and Budget Group
- GS - 0600 - Medical, Hospital, Dental, and Public Health Group
- GS - 0800 - Engineering and Architecture Group
- GS - 0900 - Legal and Kindred Group

Done Internet

http://gum.afpc.randolph.af.mil - Answer - Microsoft Internet Explorer

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Canon Easy-WebPrint View Print List

Index of Current GS - 0300-series SCPDs

Details

Where is the Index of Current GS - 0300-series Standard Core Personnel Documents (SCPDs)?

Answer

Index of Current GS - 0300 SCPDs

GS-0300 General Administrative, Clerical, and Office Services Group: Positions wh[illegible]s involving management/program analysis, communications, computer, logistics management, equal opportunity, and other general administrative work requiring analytical ability, judgment, and knowledge of program principles and concepts. Also covers positions involved in office automation, secretarial, communications, and other work of a general clerical nature.

GS - 0301
GS - 0303
GS - 0318
GS - 0319
GS - 0326
GS - 0332
GS - 0335
GS - 0343
GS - 0344
GS - 0346
GS - 0382
GS - 0391

Notify Me by Email if this Answer is Updated

Done Internet

http://gum.afpc.randolph.af.mil - Answer - Microsoft Internet Explorer

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Back Search Favorites

Canon Easy-WebPrint

GS - 0301 SCPDs

Details

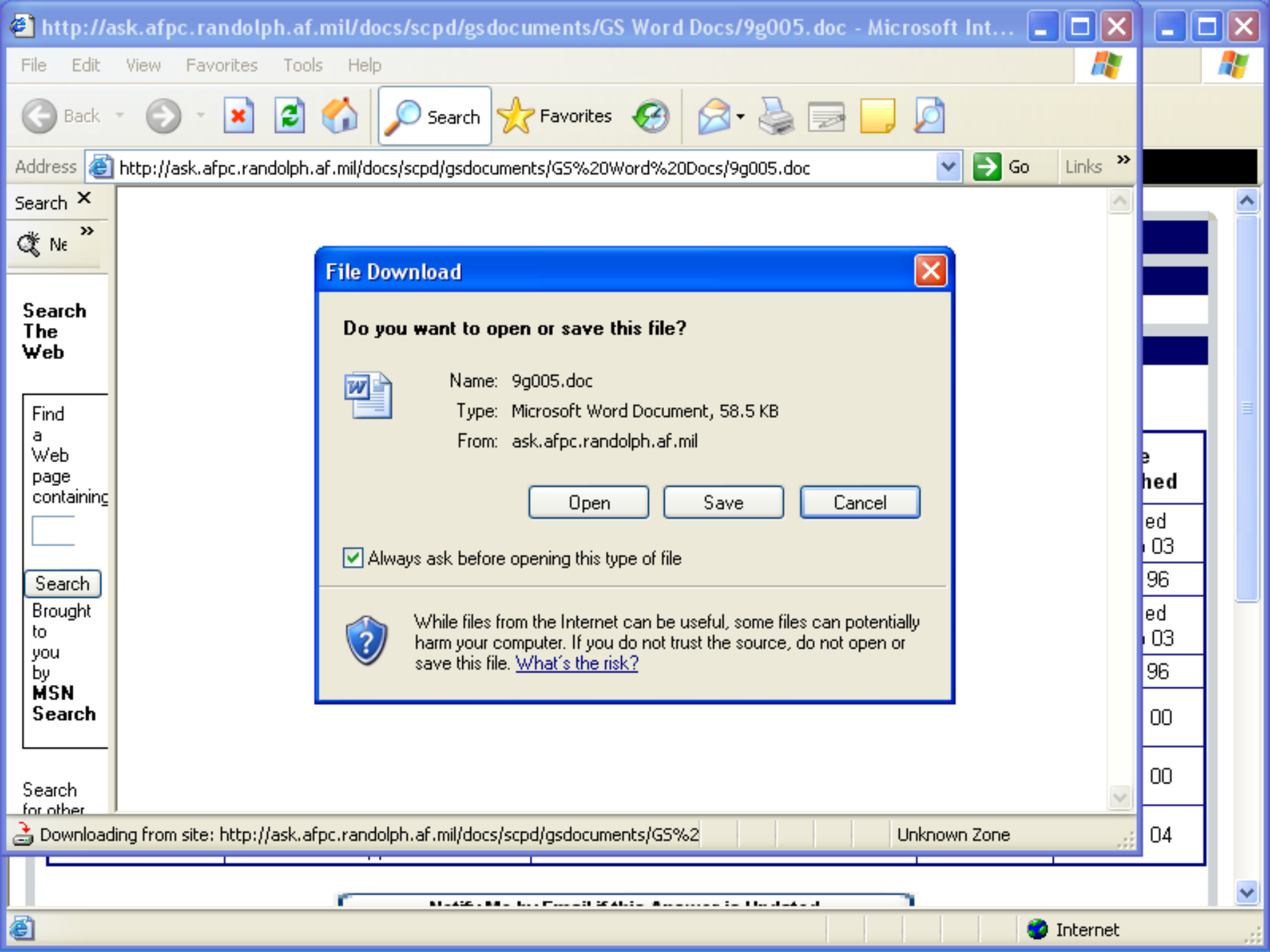
Where is the Index Of Current GS - 0301 Standard Core Personnel Documents (SCPDs)?

Answer

Index Of Current GS - 0301 SCPDs

Pay Plan Series Grade	Title	Specialty	SCPD Number	Date Published
GS-0301-09	Readiness Program Specialist	N/A	9G005	Updated 28 Feb 03
GS-0301-09	Personnel Systems Specialist	N/A	9G024	6 Dec 96
GS-0301-11	Readiness Program Specialist	N/A	9G004	Updated 28 Feb 03
GS-0301-11	Personnel Systems Specialist	N/A	9G023	6 Dec 96
GS-0301-11	Supervisory Resources Management Specialist	N/A	9G455	16 Jun 00
GS-0301-12	Supervisory Resource Management Specialist	N/A	9G456	16 Jun 00
GS-0301-14	Deputy Director for Installation Support	Mission Support Group Deputy at MSGs with 1500+ Authorized	9G793	15 Oct 04

Done Internet


http://ask.afpc.randolph.af.mil/docs/scpd/gsdocuments/GS Word Docs/9g005.doc - Microsoft Int...
File Edit View Favorites Tools Help
Back Search Favorites
Address http://ask.afpc.randolph.af.mil/docs/scpd/gsdocuments/GS%20Word%20Docs/9g005.doc
Go Links
Search
Search The Web
Find a Web page containing
Search
Brought to you by MSN Search
Search for other
File Download
Do you want to open or save this file?
Name: 9g005.doc
Type: Microsoft Word Document, 58.5 KB
From: ask.afpc.randolph.af.mil
Open Save Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Downloading from site: http://ask.afpc.randolph.af.mil/docs/scpd/gsdocuments/GS%2
Unknown Zone
Internet

http://ask.afpc.randolph.af.mil/docs/scpd/gsdocuments/GS%20Word%20Docs/9g005.doc - Microsoft Inter...

File Edit View Insert Format Tools Table Go To Favorites Help

Back Search Favorites

Address http://ask.afpc.randolph.af.mil/docs/scpd/gsdocuments/GS%20Word%20Docs/9g005.doc Go Links

Search

Final Showing Markup Show Reply with Changes...

AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION:		SCPD NUMBER:	9G005
SUPV LEV CODE:	8	COMP LEV CODE:	532A
TARGET GRADE:	09	FLSA:	
DRUG TEST:		CAREER FIELD ID:	D
SENSITIVITY:		CENTRALLY MANAGED TYPE:	
EMERGENCY ESS:		BUS:	
KEY POSITION:		POSITION HIST:	See Note(s) to User

CLASSIFICATION: Readiness Program Specialist, GS-0301-09
DUTY TITLE:

ORG & FUNC CODE:

1ST SKILL CODE:	70%	AKT3DX	Specialist/Analyst Disaster Preparedness
2ND SKILL CODE:	20%	AKTCMW	Contingency/Mobility/War Planning
3RD SKILL CODE:	10%	ARLPLN	Program Analysis/Planning

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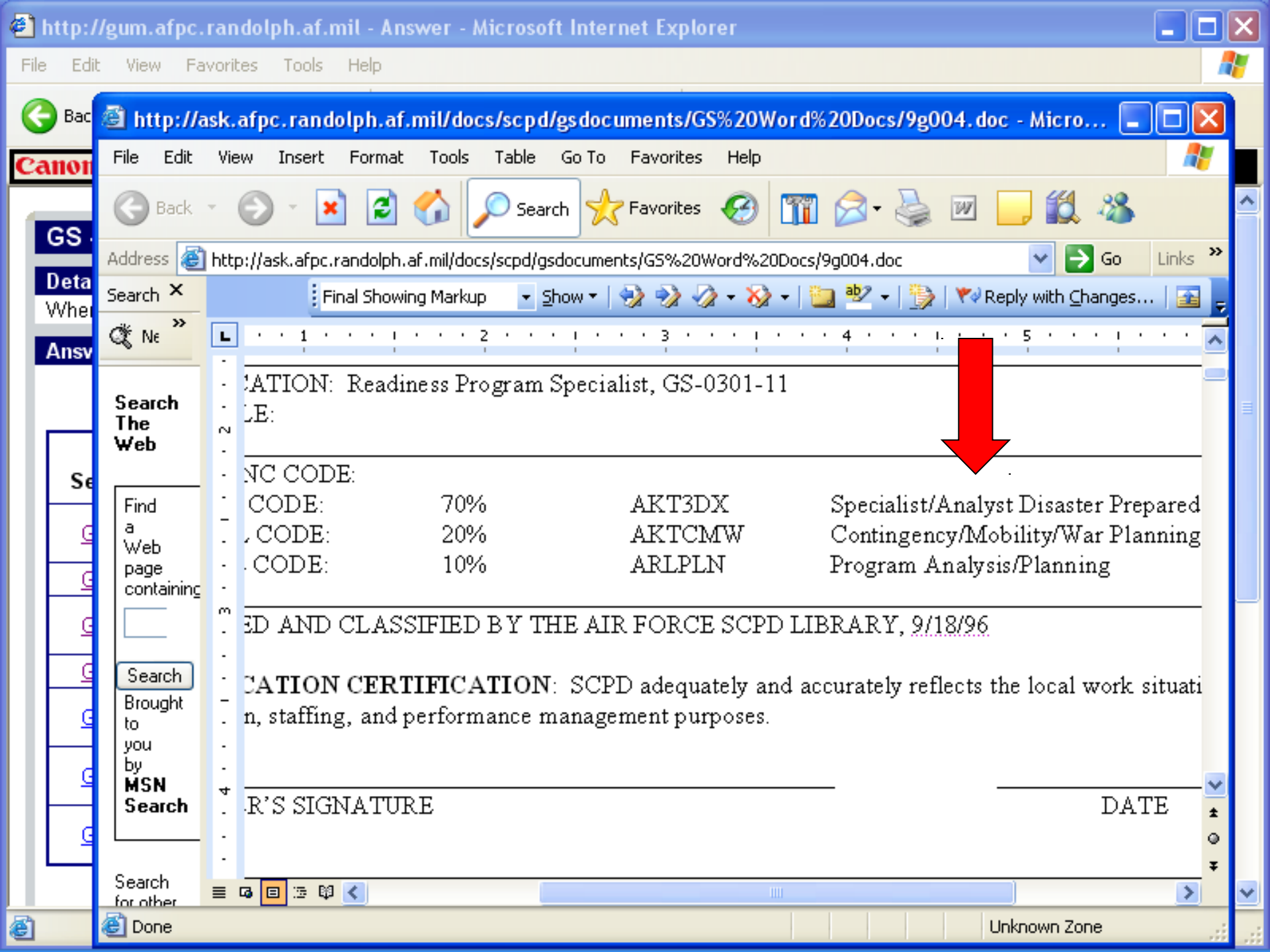
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CODE: 10% ARLPLN Program Analysis/Planning
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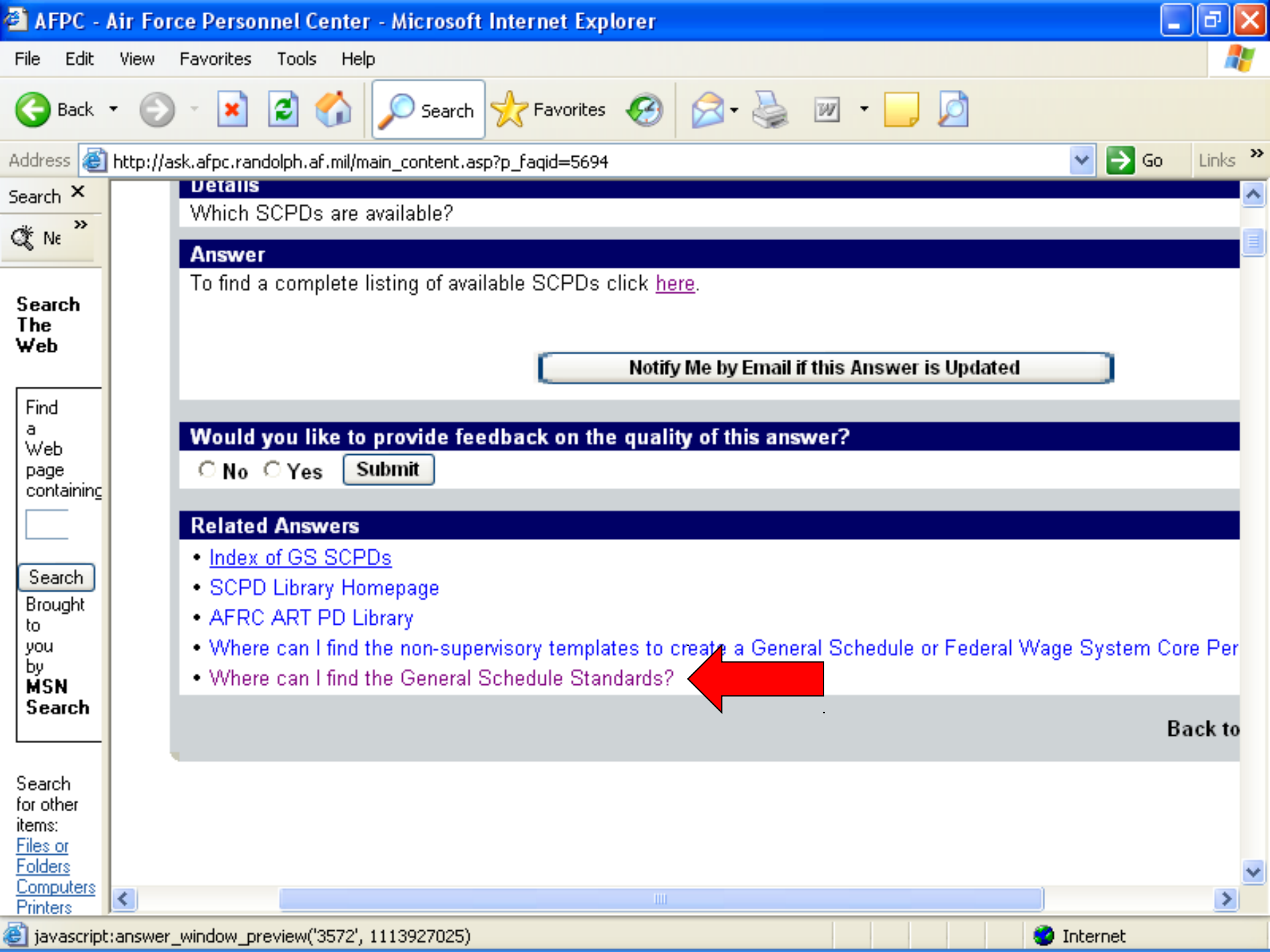
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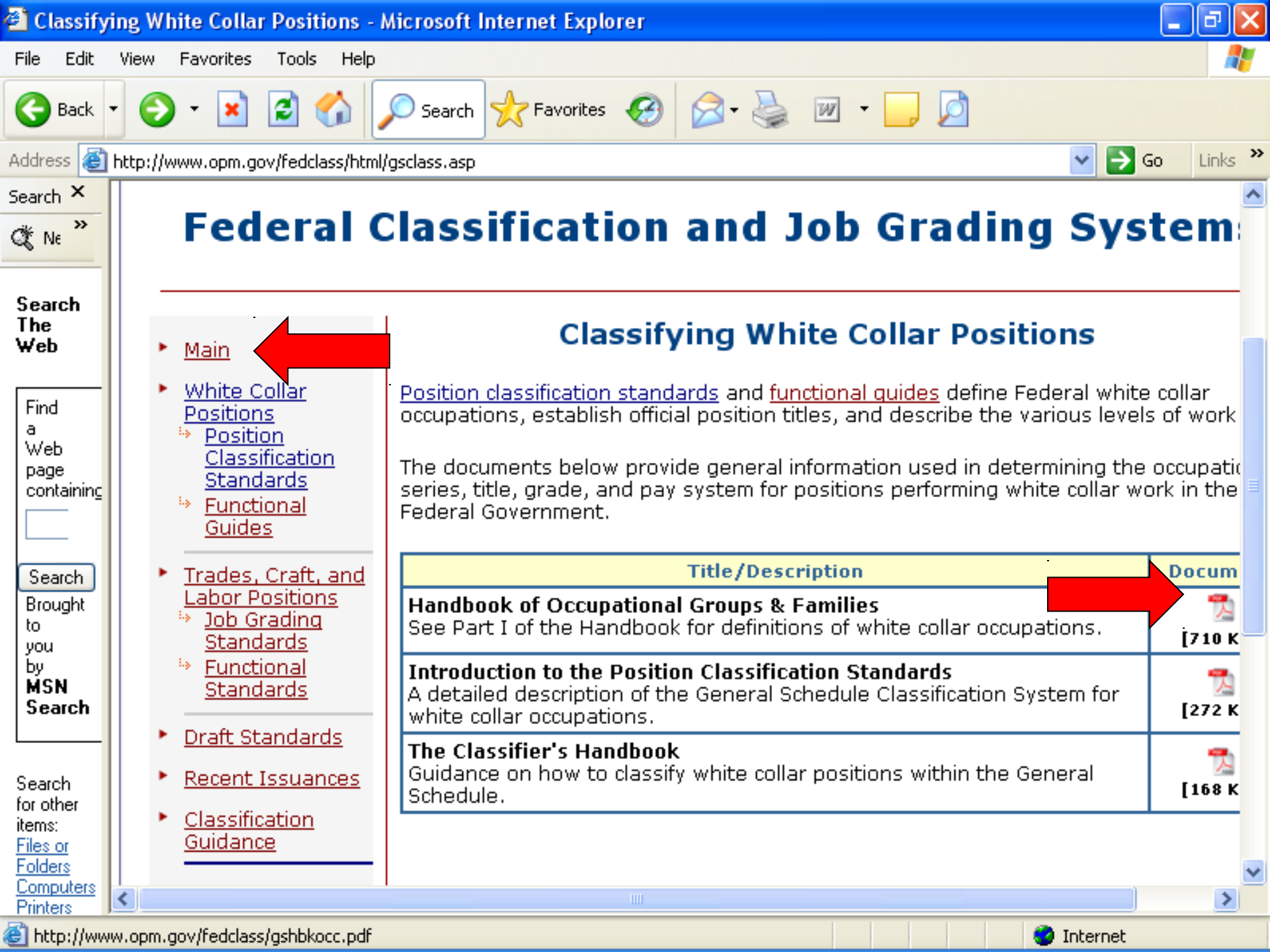
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Functional Standards
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Classification Guidance
Classifying White Collar Positions
Position classification standards and functional guides define Federal white collar occupations, establish official position titles, and describe the various levels of work
The documents below provide general information used in determining the occupatic series, title, grade, and pay system for positions performing white collar work in the Federal Government.
Title/Description
Docum
Handbook of Occupational Groups & Families
See Part I of the Handbook for definitions of white collar occupations.
[710 K
Introduction to the Position Classification Standards
A detailed description of the General Schedule Classification System for white collar occupations.
[272 K
The Classifier's Handbook
Guidance on how to classify white collar positions within the General Schedule.
[168 K
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Federal Classification and Job Grading Systems Main Page - Microsoft Internet Explorer

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ATED LINKS

lassification

Welcome to the Federal Classification and Job Grading Systems website. This website provides Federal classification and job grading information that is used to determine the pay plan, series, title, and grade for most work in the Federal Government.

Within these pages you will find:

- General information about the classification of Federal positions,
- Occupational information, and
- Grading criteria for the General Schedule and Federal Wage Classification Systems.

Some Federal jobs are not covered by these documents. Please check with your agency human resources office for further information.

Subscribe to the "What's New in Classification" electronic distribution list to be notified of new classification issuances.

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INTRODUCTION

The Handbook of Occupational Groups and Families is designed to aid agencies in classifying positions under chapter 51 and section 5346 of title 5, United States Code.

The 2001 edition of the Handbook of Occupational Groups and Families is divided into two parts:

PART I **Definitions of General Schedule Occupational Series**
Defines the occupations and lists their series names and codes used in classifying white collar jobs in the Federal Government.

PART II **Definitions of Federal Wage System Occupations**
Defines the occupations and lists their occupation names and codes used in grading trades and labor jobs.

DEFINITION OF TERMS USED IN THIS HANDBOOK

GS The abbreviation and symbol for General Schedule. The General Schedule is the basic classification and compensation system for white collar occupations in the Federal Government as established by chapter 51 of title 5, United States Code.

Occupational Group Related occupations in the General Schedule that are grouped together numerically within the same multiple of 100 (for example: GS-0100, Social Science, Psychology, and Welfare Group; GS-0200, Human Resources Management Group).

Job Family A subset of an occupational group that includes a broad grouping of General Schedule occupational series that are related in one or more ways; e.g., similarity of functions performed, knowledge and skill requirements, and/or category of work (for example, assistance, technical, or administrative).

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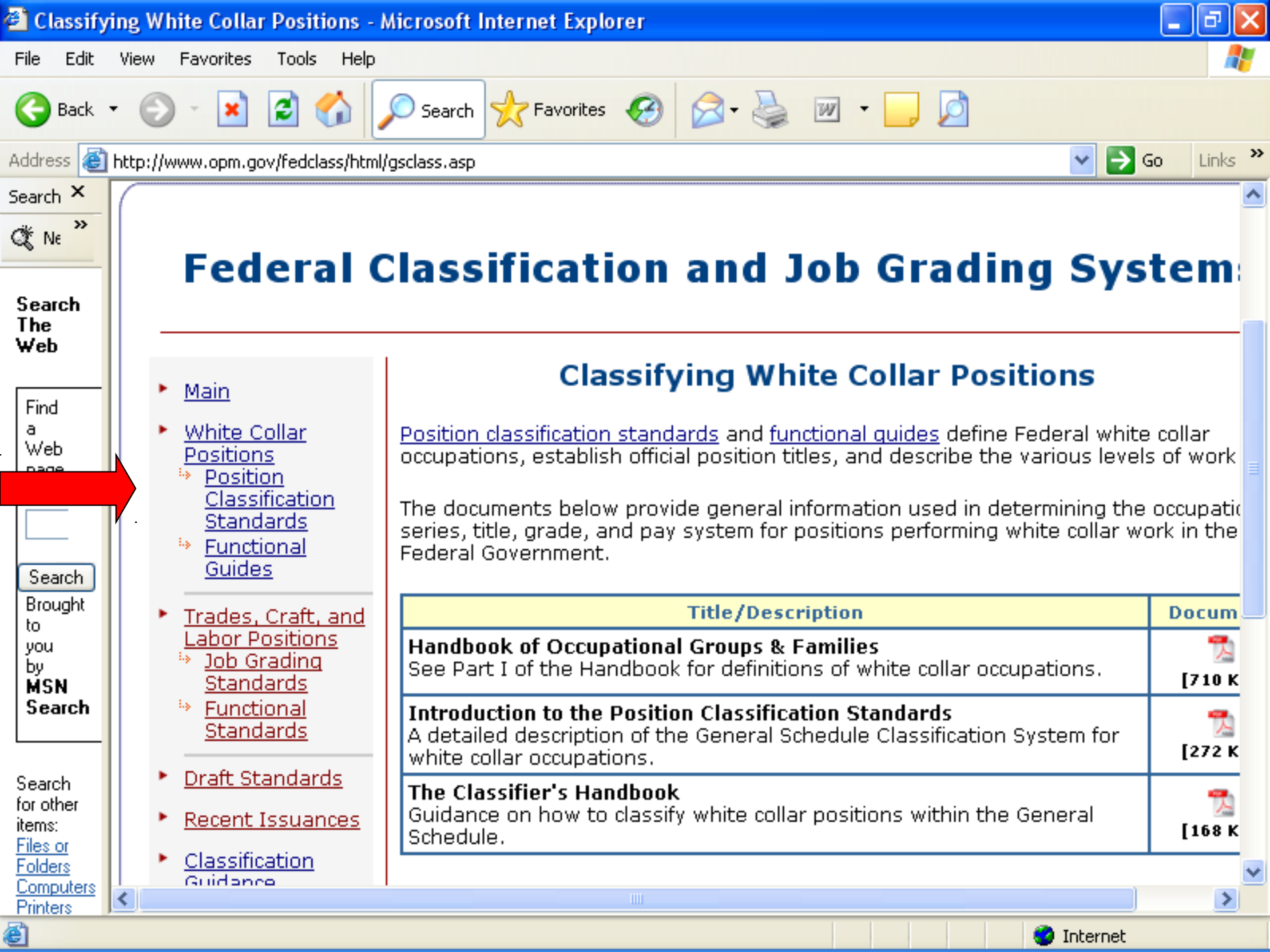
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See Part I of the Handbook for definitions of white collar occupations.
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Introduction to the Position Classification Standards
A detailed description of the General Schedule Classification System for white collar occupations.
[272 K
The Classifier's Handbook
Guidance on how to classify white collar positions within the General Schedule.
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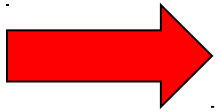

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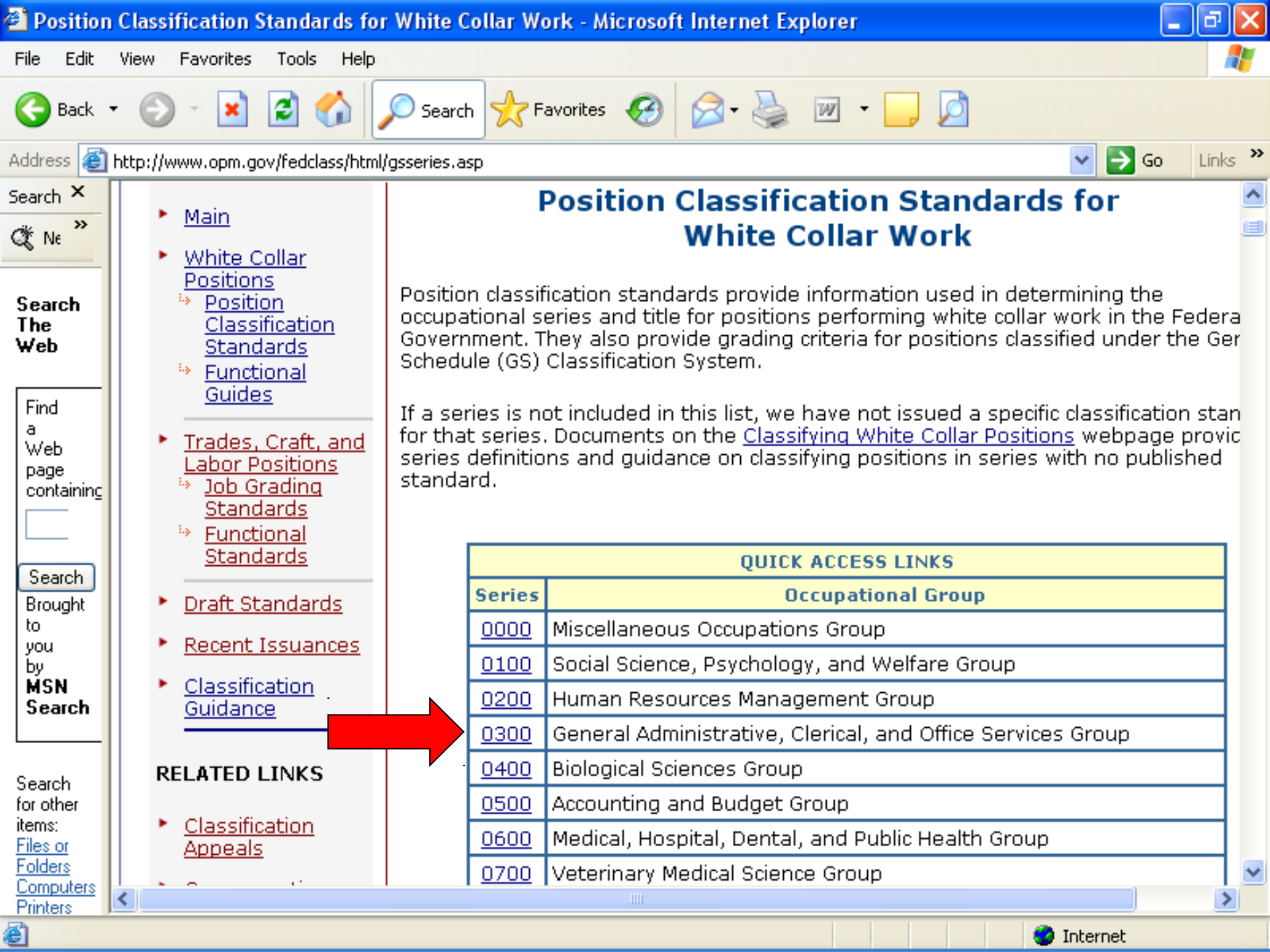
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Position Classification Standards for White Collar Work
Position classification standards provide information used in determining the occupational series and title for positions performing white collar work in the Federa Government. They also provide grading criteria for positions classified under the Ger Schedule (GS) Classification System.
If a series is not included in this list, we have not issued a specific classification stan for that series. Documents on the Classifying White Collar Positions webpage provic series definitions and guidance on classifying positions in series with no published standard.
QUICK ACCESS LINKS
Series
Occupational Group
0000 Miscellaneous Occupations Group
0100 Social Science, Psychology, and Welfare Group
0200 Human Resources Management Group
0300 General Administrative, Clerical, and Office Services Group
0400 Biological Sciences Group
0500 Accounting and Budget Group
0600 Medical, Hospital, Dental, and Public Health Group
0700 Veterinary Medical Science Group
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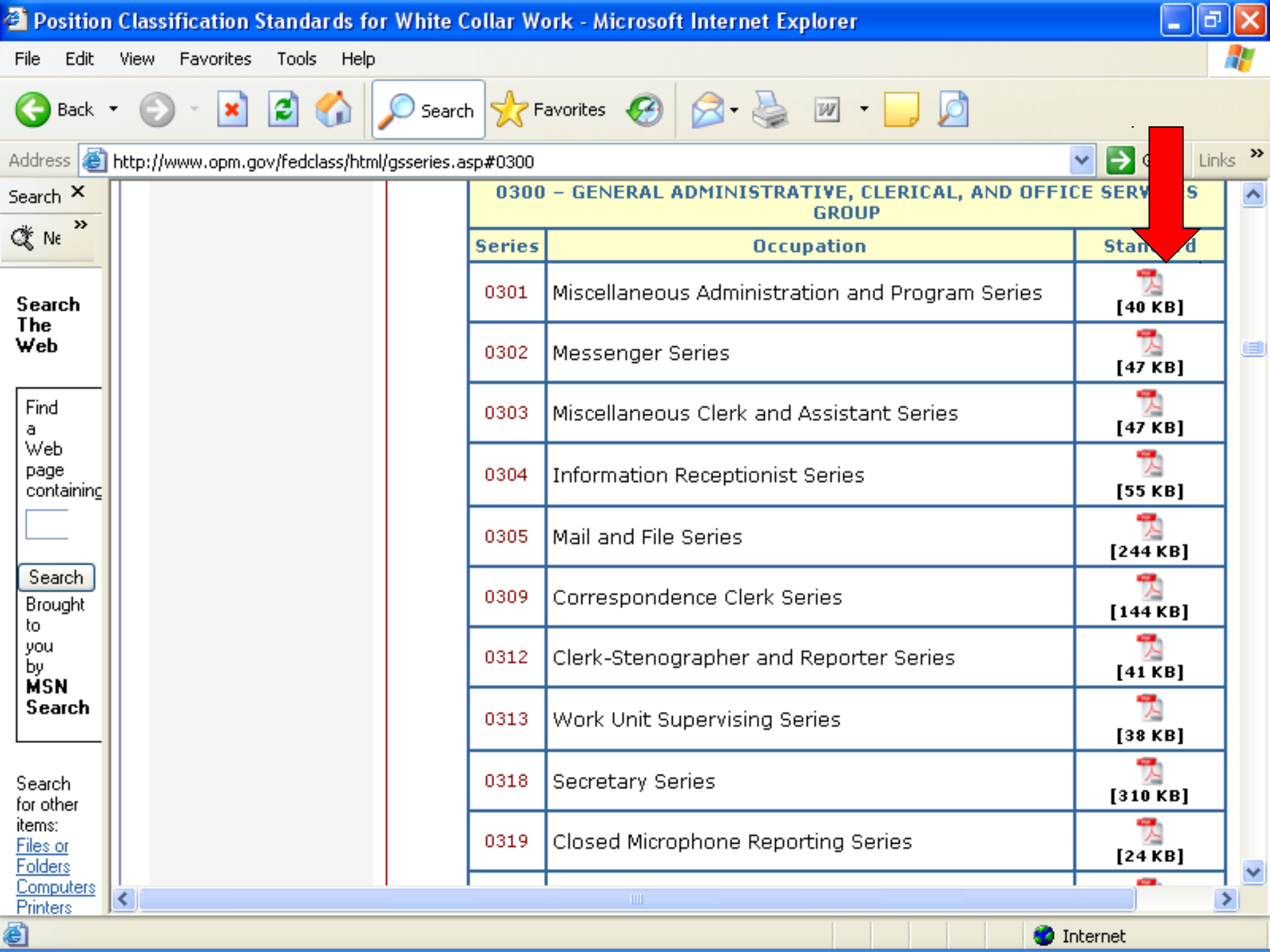
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0300 – GENERAL ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP
Series
Occupation
Standard
0301 Miscellaneous Administration and Program Series [40 KB]
0302 Messenger Series [47 KB]
0303 Miscellaneous Clerk and Assistant Series [47 KB]
0304 Information Receptionist Series [55 KB]
0305 Mail and File Series [244 KB]
0309 Correspondence Clerk Series [144 KB]
0312 Clerk-Stenographer and Reporter Series [41 KB]
0313 Work Unit Supervising Series [38 KB]
0318 Secretary Series [310 KB]
0319 Closed Microphone Reporting Series [24 KB]
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Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301

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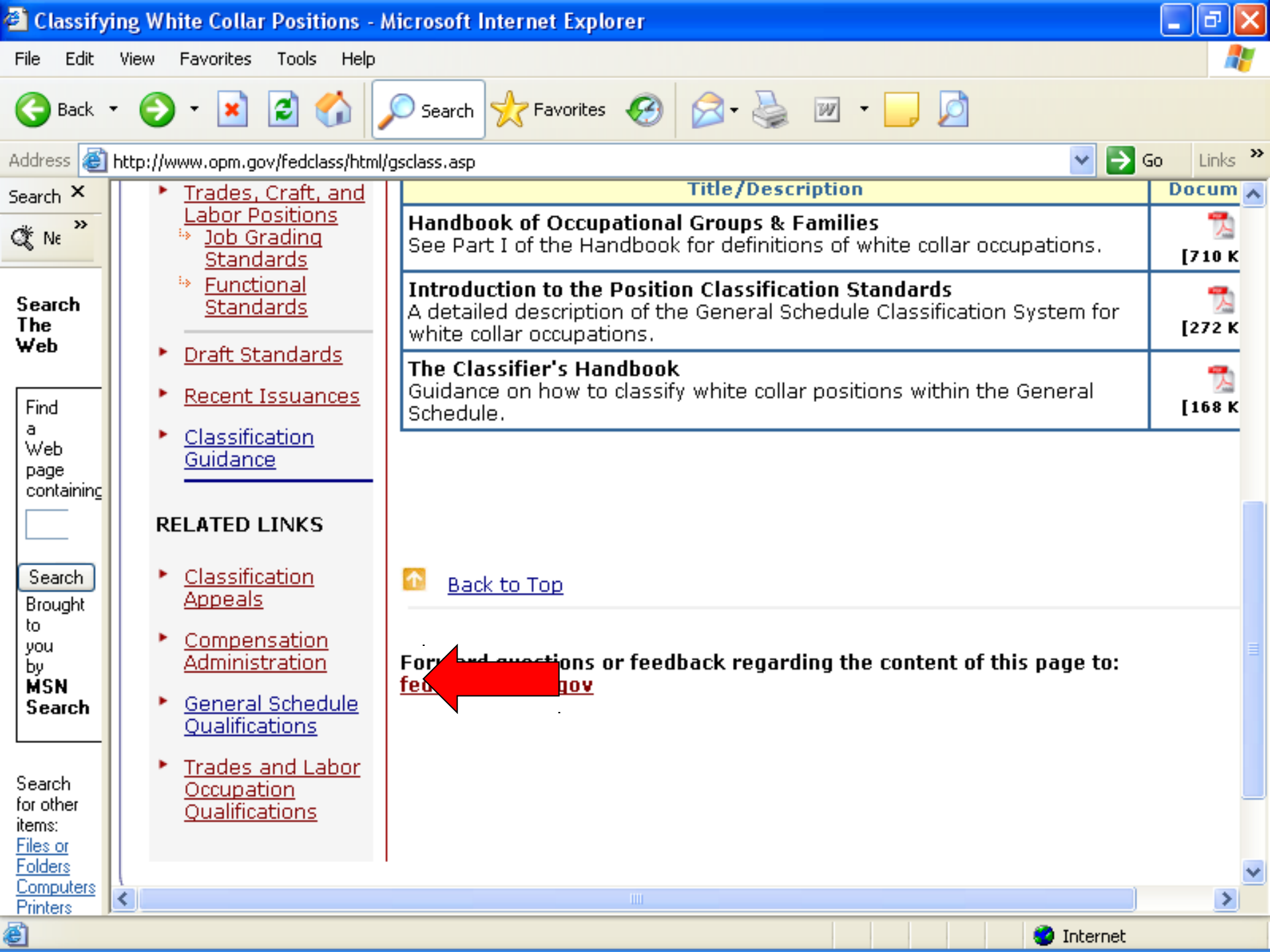
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Qualification Standards for General Schedule Positions

Section III-A

Numerical Index by Series

Group Code	Group Name	Group Code	Group Name
GS-000	Miscellaneous Occupations	GS-1000	Information and Arts
GS-100	Social Science, Psychology, and Welfare	GS-1100	Business and Industry
		GS-1200	Copyright, Patent, and Trade-Mark
GS-201	Human Resources Management Group	GS-1300	Physical Sciences
		GS-1400	Library and Archives
GS-300	General Administrative, Clerical, and Office Services	GS-1500	Mathematical Sciences
		GS-1600	Equipment, Facilities, and Service
GS-400	Natural Resources Management and Biological Sciences Series	GS-1700	Education
		GS-1800	Investigation
GS-500	Accounting and Budget	GS-1900	Quality Assurance, Inspection and Grading
GS-600	Medical, Hospital, Dental, and Public Health		
		GS-2000	Supply
GS-700	Veterinary Medical Science	GS-2100	Transportation
GS-800	Engineering and Architecture	GS-2210	Information Technology Management
GS-900	Legal and Kindred		

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Qualification Standards for General Schedule Positions

Index to Qualification Standards for

General Administrative, Clerical, and Office Services

GS-300 through GS-399

SERIES	POSITION TITLE	QUALIFICATION STANDARD	Min Ed	Lic. or Cert.	Test REQ. (see Sect. V)	Medical REQ.
GS-301	Miscellaneous	Adm & Mgmt			GS-5/7	

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SERIES	POSITION TITLE	QUALIFICATION STANDARD	Min Ed	Lic. or Cert.	(see Sect. V)	Medical REQ.
GS-301	Miscellaneous Administration and Program Series	Adm & Mgmt			GS-5/7	
GS-301	Regulatory Impact Analyst (Research), GS-11/above (Environmental Protection Agency	Individual Standard				
GS-302	Messenger Series	Cler & Adm Sup + IOR			GS-2/3/4	
GS-303	Miscellaneous Clerk and Assistant Series	Cler & Adm Sup			GS-2/3/4	
GS-304	Information Receptionist Series	Cler & Adm Sup			GS-2/3/4	
GS-305	Mail and File Series	Cler & Adm Sup			GS-2/3/4	

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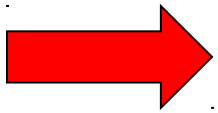

Group Coverage Qualifications Standards for

Administrative and Management Positions

The text below is extracted verbatim from Section IV-A (pp.13-17) of the ***Operating Manual for Qualification Standards for General Schedule Positions*** [MANUAL], *but contains minor edits to conform to web-page requirements.*

This qualification standard covers positions in the General Schedule that involve the performance of two-grad interval administrative and management work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. Related individual occupational requirements a contained in Section IV-B of the [MANUAL]. Section V of the same manual identifies the occupations that have requirements. This same information is available through the index of this Web page.

A list of the occupational series covered by this standard is provided below.

This standard may also be used for two-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

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by this standard.

GRADE	EDUCATION	EXPERIENCE	
		GENERAL	SPECIALIZED
GS-5	4-year course of study leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None
GS-7	1 full year of graduate level education *or* superior academic achievement	None	1 year equivalent to at least GS-5
GS-9	master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree *or* LL.B. or J.D., if related	None	1 year equivalent to at least GS-7
	Ph.D. or equivalent doctoral degree *or* 3 full years of progressively higher		1 year equivalent to at

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OCCUPATIONAL COVERAGE

A list of the occupational series covered by this qualification standard is provided below. The occupational se marked with an asterisk have individual occupational requirements in Section IV-B of the **Operating Manual f Qualification Standards for General Schedule Positions**. Refer to the Index for links.

GS-006 Correctional Institution Administration*
GS-011 Bond Sales Promotion*
GS-018 Safety and Occupational Health Management*
GS-023 Outdoor Recreation Planning*
GS-028 Environmental Protection Specialist
GS-030 Sports Specialist*
GS-062 Clothing Design*
GS-080 Security Administration
GS-105 Social Insurance Administration
GS-106 Unemployment Insurance*
GS-107 Health Insurance Administration
GS-132 Intelligence
GS-142 Manpower Development
GS-160 Civil Rights Analysis
GS-188 Recreation Specialist*
GS-201 Human Resources Management
GS-244 Labor Management Relations Examining*
GS-249 Wage and Hour Compliance*
GS-260 Equal Employment Opportunity
GS-301 Miscellaneous Administration and Program
GS-334 Computer Specialist* (Replaced by GS-2210)
GS-340 Program Management
GS-341 Administrative Officer

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Training Updates

- Government Training:

  DPEO- Building 1279
- College and Trades- Certificate, Licenses, Degrees:

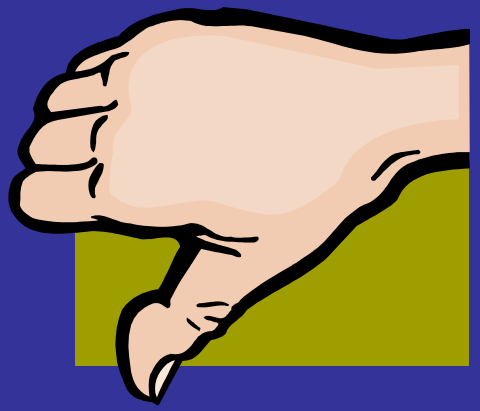
  Staffing Specialist, Civilian Personnel Office

Self Nominate!

Are you Qualified? If you think you are... **GO FOR IT!**

Are the accurate series, shreds and training codes in your Career Brief?

After self nominating, are you getting a “Not Qualified” response?



If your career brief does not list the series and shreds you’ve applied for, you will receive a “Not Qualified” response every time!

Every time you self nominate

Print a copy of the job announcement before you self nominate and submit!

- Contains POC, phone #’s and job info
- Print copy of confirmation!
- Check self nomination

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Major Duties: Positions are located in: OO-ALC, 309 MXGS/MXRR, Hill AFB, UT. Promotion, reassignment, and change-to-lower-grade candidates will be considered. This position has a requirement for office automation. To self-certify for this skill, ensure you go to the AFPC website at http://www.afpc.randolph.af.mil/resweb. PCS STATEMENT: PCS expenses will not be authorized. MAJOR DUTIES: The purpose of this position is to provide overall program management to the Supply Division for the award program, time card program, suggestion program, and a variety of administrative duties. Incumbent acts as the division OPR on awards, recognition, appraisals, and military decorations. Composes correspondence concerning award programs. Serves as the division suggestion program manager. Provides administrative coordination for the Defense Civiliam Pay System to include systems problems and upgrades. Researches and composes special staff studies as assigned by management. Uses office automation software to perform basic functions such as word processing, electronic mail and/or update of data in electronic files. AREA OF CONSIDERATION: Permanent Hill AFB employees with competitive Status. QUALIFICATION STANDARDS: Self-Nominations will be rated in accordance with OPM Qualification Standards for GS. Normally one(1) year of specialized experience is required equivalent to, at least, the next lower grade level in order to qualify. Specialized experience is experience that equipped the applicant with the following knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. KNOWLEDGE, SKILLS, AND ABILITIES: 1. Knowledge of Incentive Awards Program. 2. Ability to communicate orally and in written form. 3. Knowledge of Suggestion Program. 4. Ability to collect, organize and present information in a variety of sources. POINT OF CONTACT: Loree Clark/DPCFA/586-7872 Questions concerning this announcement may be addressed to the following e-mail address: 75MSS.DPCF@hill.af.mil. The subject line of you e-mail must indicate the announcement number only (i.e., 05FEB#######). E-mail inquiries are to address specific questions concerning this announcement. General inquiries unrelated to a specific announcement will not receive a response. Responses to inquiries will be returned within 2 business days. Candidate Referral Roster (CRR) established from this announcement may be used for 90 days.

Basis of Rating: Air Force Internal candidates will be considered for positions by self nomination without

Done
Internet

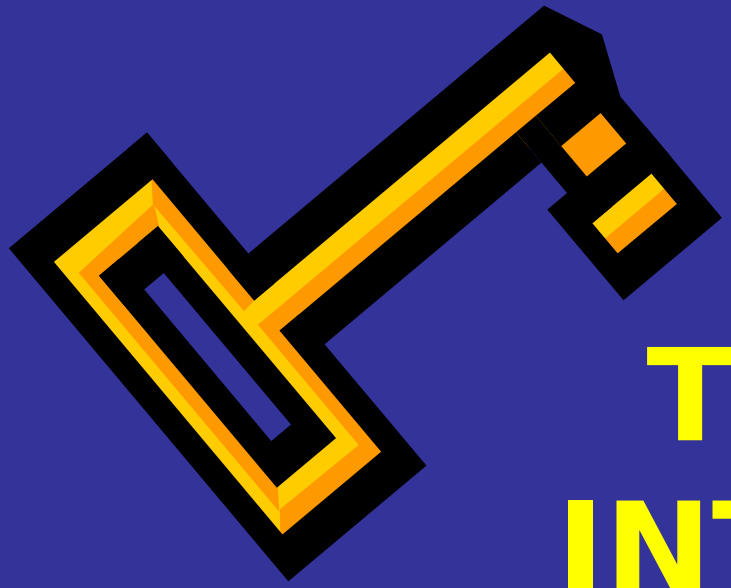
This is just the first step in preparing for your interview.

Successful Interviews

Family Support Center

Tips for successful Interviews

Steve.rose@hill.af.mil 777-4044



THE JOB INTERVIEW

Your Key to Unlocking the Door to Employment

TWO THINGS PEOPLE FEAR MOST

- INTERVIEWING
- GIVING SPEECHES

THE INTERVIEW

- Of all phobias and fears that people list in surveys, the top two are:

- 1. Job Interviews 48%
  2. Public Speaking 39%

- You are in Good Company!!!

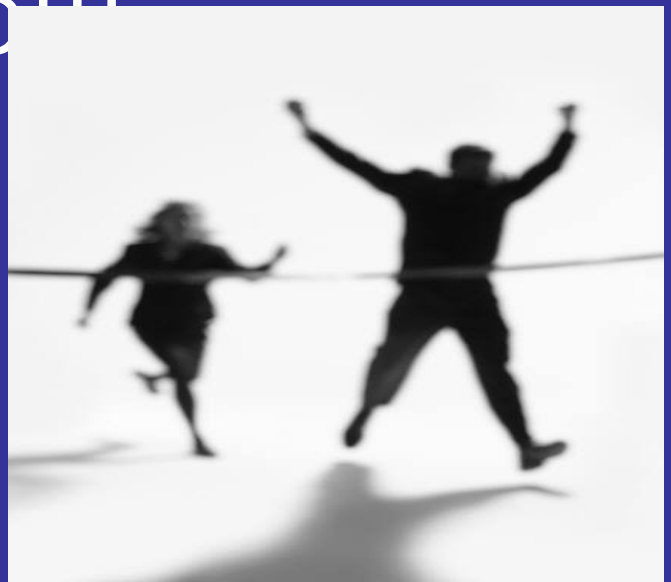
AGENDA

- Purpose
- What is Management Looking For
- Be Prepared
- Categorize Skills/Abilities
- Questions
- Practice Interviewing
- The Interview
- Summary

THE INTERVIEW FACT!

- THE PERSON WHO GETS HIRED IS USUALLY THE ONE WHO KNOWS BEST HOW TO INTERVIEW!!!

  NOT NECESSARILY THE ONE WHO IS THE MOST QUALIFIED!!!



What is Management Looking for.....

- Teamwork, collaborative management
- Delegation skills
- Ability to cope with change – self starter
- Understanding the current political climate/corporate

What is Management Looking for.....

- Knowledge, Skills and Ability (KSAS)
- Experience specific to that functional system
- Management Skills (working/leading team)
- Communication Skills

THREE PHASES OF EFFECTIVE INTERVIEWING

- Before the Interview
- During the Interview
- After the Interview

Purpose

- Ensure you are ready for any type of interview
- You may not get this job – good practice
- Opportunity to be seen – visibility
- Interview is only 30% of total score
  - Need to be make sure you are a complete package

Be Prepared

- Know the organization/Job
  - What is the product or service they provide
  - Who are their customers
  - Get a copy of the position description (PD)
    - Knowledge, Skills and Abilities
    - Duties & responsibilities
  - Talk to people who work in the area
  - Talk to people who hold similar positions

Be Prepared

- Know Yourself
  - Review your career brief, whole person score, 201 file (*make sure they are current*)
  - Categorize skills/abilities & align to PD
    - List all duties and responsibilities
    - Programs or projects managed
    - Identify knowledge base/accomplishments
    - Functional/weapon system/managerial
    - Education, awards, PME, career specific training, etc.

ADVANTAGE OF PANEL INTERVIEWS

- Objectivity -vs-. Subjectivity
- Easier to determine the Organizational Mission

Questions

- Read the Question
  - Most important thing in the interview
- Break it down
  - Usually multiple questions in one
    - Tell about a project, how you found the problem, what you did to fix.
- Panel is interested how and what you did – not the widget!

SAMPLE QUESTIONS

SAMPLE QUESTION

Describe how you used your influence to get peers and subordinates to accept a new idea and implement it.

PANEL LOOKING FOR:

-Working With Others: managing others in work that requires a team effort or coordinated efforts between a number of separate people

- Initiative: based on judgments about future events, takes action to improve a potential outcome without direction from

SAMPLE QUESTIONS AND BENCHMARKS

As a Program Manager, what management techniques and skills would you use in managing people and resources? What past experience/training have you had that demonstrates your leadership skills? Please explain!

SAMPLE QUESTIONS AND BENCHMARKS

As a Program Manager, what management techniques and skills would you use in managing people and resources? What past experience/training have you had that demonstrates your leadership skills? Please explain!

1-3 Points – Identified no more than one or two examples of knowledge, training or experience that demonstrated the employee's ability to accomplish this position as a Program Manager over several different logistics skilled personnel.

4-6 Points – Identified three to four examples of knowledge, training or experience that demonstrates the employee's ability to accomplish this position as a supervisor over several different logistics skilled personnel.

7-10 Points – Identified five or more examples of knowledge, training or experience that demonstrates the employee's ability to accomplish this position as a Program Manager over several different logistics skilled personnel.

The Interview

- Given 15 - 20 minutes to read questions and formulate answers
- Read all the questions
  - Break questions down - match to programs, projects, skills you've listed
  - Answer every part of the question
  - Make notes on cards/paper provided
- You can take other notes in with you
- Don't be afraid to ask for clarification
- Smile & maintain eye contact

The Interview

- Watch your time
  - Ask panel to give you 5/10 minute warnings
  - No points are given for questions not answered
- Do not assume panel will give you credit for what you think they know
- Control nervous habits
  - Put your glasses (unless you need them), keys, pens pencils aside

The Interview

- Talk about yourself - Use the word “I”
  - Teams I lead
  - The team solved
  - Briefings I gave
  - Ideas I pushed through
  - Process improvements I made
  - **Results – Results – Results – Results - Results**
- Don’t be afraid to say you were part of a team
- Talk about the part you played on the team

THREE PHASES OF EFFECTIVE INTERVIEWING

- Before the Interview

The Interview

- Basics
  - Review your accomplishments (again & again)
  - Get a good night's sleep
  - Eat before the interview
  - Arrive early
  - Dress professionally/appropriate for the job
    - Err on the side of too dressy but conservative
  - Be clean, neat and well groomed

Practice Interviewing

- Match your skills to potential questions
- Practice answering the questions in front of the mirror, friend, spouse, etc.
- Time yourself – 10 to 20 minutes total for three to five questions
- **Don’t ramble**
- Have list of additional accomplishments ready_
  - Education, church community work, etc.

THREE PHASES OF EFFECTIVE INTERVIEWING

- During the Interview

The Interview

- Opportunity to add information
  - Education
  - Community service
- Thank the panel for the interview
- Shake everyone’s hand

The Interview

- Don’ts
  - Don’t complain about previous jobs or supervisors
  - Try too hard to impress
    - Bragg or be too aggressive
  - Lack of honesty – stretching the truth
  - Undersell your capabilities
  - Negative comments
  - Not prepared
  - Tardiness
  - Prejudicial remarks

THE TEN GREATEST MISTAKES MADE IN JOB INTERVIEWS

- Going after large organizations only (such as the Fortune 500)
- Hunting all by yourself for places to visit, using ads and resumes.
- Doing no homework on an organization before going there.
- Allowing the Personnel Department (or Human Resources) to interview you--their primary function is to screen you OUT.
- Setting no time limit when you make the appointment with an organization.
- Letting your resume be used as the agenda for the job interview.
- Talking primarily about yourself, and what benefit the job will be for you.
- When answering a question of theirs, talking anywhere from 2-15 minutes, at a time.
- `Basically approaching them as if you were a job beggar, hoping they will offer you a job, however humble.
- Not sending a thank-you note right after the interview.

INTERVIEW STAGES

- Know what to expect in an Interview

II. DURING AN INTERVIEW

- ESTABLISH RAPPORT
- ACTIVELY LISTEN
- BE AWARE OF NONVERBAL COMMUNICATIONS
- BE READY TO ANSWER DIFFICULT QUESTIONS
- KNOW THE LAW

CONSIDER INTERVIEWS AS A LEARNING EXPERIENCE

EVALUATE MISTAKES

CORRECT ON NEXT INTERVIEW

EFFECTIVE JOB INTERVIEWING IS A SKILL!

- IMPROVES WITH TIME

- TAKES PRACTICE

Summary

- Be prepared
  - ***Know yourself and the job***
- Answer all parts of the question
- Use the allotted time wisely
  - ***Don’t ramble***
- Practice
- Dress appropriately
- Sell yourself

Family Support Center

QUESTIONS?

Steve Rose, Transition Assistance Manager –

777-4044

Keep self nominating for all jobs you're interested in.

If at first you don't succeed, try-try again.

Competition is tough and practice makes perfect.

Start today to prepare for the future!
You never know what tomorrow will bring!

Questions ?